

No : 13/2013
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AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To All Staff working in Terminal 3 Main Building Basement 2

Terminal 3 Main Building Basement 2 Fire Evacuation Exercise

The Changi Airport Group (S) Pte Ltd will be conducting a Fire Evacuation Exercise on **28 June 2013 from 1000-1100 hrs** for selected staff working at Changi Airport Terminal 3 Main Building Basement 2. In the event of inclement weather, the drill will be held between 1500-1600 hrs.

2 To avoid confusion, announcements will be broadcasted via the Public Announcement (PA) system before and after the exercise. Upon hearing the instructions for evacuation over the PA system, all participants shall evacuate immediately in an orderly manner as guided by their fire wardens using the shortest possible routes and proceed to the designated assembly areas.

3 The assembly areas assigned for this exercise is shown in **Appendix A**. A Fire Warden and an Assistant Fire Warden shall be appointed for all premises. They shall update their office floor registers in **Appendix B** and return it to the AES Officers at the assembly areas during the fire drill. Participants will be dismissed by the AES officer once everyone has been accounted for.

4 A simple table top exercise cum fire wardens briefing is scheduled on **21 June 2013 from 1430-1600 hrs at Terminal 3 CAG Airport Operations Meeting Room 1 (located at Main Building North Basement 1, next to Fault Management Centre at #B1-MN-04)** to brief all fire wardens on the exercise objectives, scenario, evacuation procedures, escape routes, assembly areas and their roles in the evacuation.

5 The annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. In the fire safety interest of your staff, we strongly encourage all non-essential staff and those without any medical conditions to participate in this exercise. Please disseminate the contents of this circular to all staff concerned. For clarifications on the exercise, please contact Airport Emergency Service, Fire Safety Unit at 65412535 or at fire.safety@changiairport.com.

NAZRI BAMADHAJ
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

Appendix A

ASSEMBLY AREA FOR TERMINAL 3 MAIN BUILDING BASEMENT 2 FIRE EVACUATION DRILL



